COOPER CITY RECREATION DEPARTMENT
PIONEER MIDDLE SCHOOL ENRICHMENT PROGRAM
2016 – 2017

The Cooper City Recreation Department, in cooperation with Pioneer Middle School, provides a morning and afternoon school Enrichment Program for the students of Pioneer Middle School. The Enrichment Program consists of recreational activities, computer lab, board games, and homework assistance.

PROGRAMS HOURS

The program operates on school days, Monday through Friday. The program will not be available on teacher planning days or holidays.

- Morning Session: 7:00 – 9:00 a.m.
- Afternoon Session: 3:30 – 6:00 p.m.
- Early Release Days: 1:30 – 6:00 p.m. *(included with Afternoon Session fees)*

DROP-OFF AND SIGN-IN

- *Morning drop-off* is located behind the school at the southeast cafeteria entrance. Teens sign in inside the cafeteria.
- *Afternoon sign-in* is located at the computer lab – Room # 33. Teens will be required to sign in by 3:40 p.m. daily.
- Parents will be notified of tardiness and participant may be dismissed from the program if tardiness continues. Teens will be required to check in with the staff before attending any extracurricular activity, such as sports, clubs, etc. Parents must provide written notification of their teen's participation in any extracurricular school activities. No teen will be excused/dismissed without this notification.

SIGN-OUT

Participants may be signed out at any time. Please note that parents ***MUST*** contact the program cell phone or classroom phone to request teen be brought to the front of the school for pick-up prior to 5:45 p.m. After 5:45 p.m., pick-up is in the school's front parking lot at the main glass entrance doors.

CONTACT NUMBERS

The onsite classroom phone number where staff is located from 3:35 – 6:00 p.m. is **754.323.4122**.
The Enrichment Program contact cell phone number is **954.347.8063**. Please note that we frequently experience dead zone areas in the school with our cell phone. As a result, it is recommended parents keep both numbers readily available.

For additional information, questions or concerns, please call the Cooper City Recreation Department at 954.434.4300, #233. The Cooper City Recreation Office hours at the Community Center are 8:00 a.m. – 8:00 p.m., Monday and Wednesday and 8:00 a.m. - 5:00 p.m. on Tuesday, Thursday, and Friday. Please note Recreation Office Hours may vary throughout the School Year.

REGISTRATION

Complete the attached form and return it with a check for the first month's attendance fee plus a one-time program registration fee of $25.00 to the:

Cooper City Community Center, (954) 434.4300, # 233
9000 SW 50th Place, located on the corner of SW 90th Avenue and SW 50th Place

Applications may also be submitted to the Enrichment Program staff. No applications will be accepted without payment. ***Please make all checks payable to "Cooper City Recreation", NOT Pioneer Middle School.***

FEES

Fees will be collected on or prior to the first school day of every month. A one-time program registration fee of $25.00 is required for all participants. The payment and fee schedule is included on this document. No credits or refunds will be given for students who are absent. Payments are accepted at the Community Center and by onsite program staff. Payments made directly to Pioneer Enrichment Program staff must be in the form of check or money order. Checks should be made payable to: "**Cooper City Recreation.**" Cash or credit card payments must be made at the Cooper City Community Center located on the corner of SW 90th Avenue and SW 50th Place. Please note that payments made after May 1st for the May/June session are **only** to be in the form of cash, money order, or cashier's check. Refunds will be given only if the program is cancelled by the Department should attendance requirements not be met.

LATE PAYMENTS / RETURNED CHECKS

- All payments are due on the first school day of each month.
- Payments may be submitted in advance of each session due date at the Cooper City Community Center or with the Pioneer Enrichment Staff.
- A $20.00 Late Fee will be assessed on all payments made after the first school day of each month.
- Any payments not received by the 5th of the month will result in removal from the program.
- Re-entry into the program will require payment of a $25.00 re-registration fee as well as payment for any unpaid days that teen attended the program prior to removal.
- *Returned Checks: An additional $20.00 will be added to the amount of the returned check, which must be replaced with a cash only payment. Furthermore, **ALL** future payments must be made with cash, cashier's check, or money order.*
- Late payments / returned checks may result in dismissal from the program.

LATE PICK UP

The Program ends at 6:00 p.m. Staff will document any child remaining past 6:00 p.m., and repeat offenders will be removed from the program.

DISCIPLINE

All teens are expected to adhere to the rules of discipline as stated in the Pioneer Middle School Student Discipline Code Book. Parents will be notified of serious or recurring discipline problems. If the problem cannot be resolved, the participant will be withdrawn from the program.

PAYMENT SCHEDULE AND AMOUNTS

Add $25.00 Registration Fee to 1st payment.

	A.M.	P.M.	BOTH
Payment Due: with registration	**$56.00**	**$70.00**	**$126**
Payment Due: Thursday, Sept. 1st	**$147.00**	**$190.75**	**$337.75**
Payment Due: Monday, Oct. 3rd	**$126.00**	**$164.50**	**$290.50**
Payment Due: Tuesday, Nov. 3rd	**$119.00**	**$148.75**	**$267.75**
Payment Due: Thursday, Dec. 1st	**$119.00**	**$148.75**	**$267.75**
Payment Due: Monday, Jan. 2nd	**$105.00**	**$138.25**	**$243.25**
Payment Due: Wednesday, Feb. 1st	**$126.00**	**$164.50**	**$290.50**
Payment Due: Wednesday, Mar. 1st	**$154.00**	**$199.50**	**$353.50**
Payment Due: Monday, April 3rd	**$105.00**	**$131.25**	**$236.25**
Payment Due: Monday, May 1st	**$196.00****	**$252.00****	**$448.00***

***After May 2nd, only cash, cashier's check, or money order will be accepted for the May/June payment.**

COOPER CITY RECREATION DEPARTMENT

PIONEER MIDDLE SCHOOL ENRICHMENT PROGRAM REGISTRATION

2016 - 2017 SCHOOL YEAR

Participating in:

A.M. P.M.

BOTH

Student's Name: _____
(FIRST) *(LAST)*

Address: _____

City: _____ **Zip:** _____

Grade: _____ **D.O.B:** _____ **Age:**_____ **Gender:** _____

Medical Concerns / Medications / Special Instructions: _____

_____

YES / NO ***My teen can sign themselves out in the morning at 8:30 a.m. to eat breakfast in the cafeteria.***

YES / NO ***My teen can sign themselves out at _____ p.m.***

Mother's Name: _____

Address: _____
(If different from students)

Cell Phone: _____ **Work Phone:** _____

Father's Name: _____

Address: _____
(If different from students)

Cell Phone: _____ **Work Phone:** _____

Parent E-mail: _____

Emergency Contact / Additional persons for student pick-up:
***Please note – Students will not be released to any person that is not listed on this form. A valid photo ID is required.**

Name: _____ **Phone:** _____

Name: _____ **Phone:** _____

Parent/Guardian Signature: _____ **Date:** _____

COOPER CITY RECREATION DEPARTMENT

PIONEER MIDDLE SCHOOL ENRICHMENT PROGRAM REGISTRATION

2016 - 2017 SCHOOL YEAR

City of Cooper City Recreation Department and the School Board of Broward County

LIABILITY WAIVER

Student's Name: _____
(FIRST) *(LAST)*

I, the undersigned, hereby grant (my child/ward) _____ permission to participate in the Enrichment Program at Pioneer Middle School. By my signature, I hereby release and hold harmless the above named school, the City of Cooper City, the Broward County School Board, and all of their entities and representatives from all liability for mishap or injury to my child while engaged in the activities of this program.

Please read this form carefully and be aware that in signing up and participating in programs/activities offered by the City of Cooper City, you will be expressly assuming the risk and legal liability and waiving and releasing all claims and injuries, damages, or loss which you or your minor child/ward might sustain as a result of participating in any and all activities connected with and associated with said programs/activities (including transportation services/vehicle operation, when provided).

I recognize and acknowledge that there are certain risks of physical injury to participants in these programs/activities, and I voluntarily agree to assume the full risk of any and all injuries, damages or loss, regardless of severity, that my minor child/ward or I may sustain as a result of said participation. I further agree to waive and relinquish all claims I or my minor child/ward may have (or accrue to me or my child/ward) as a result of participating in these programs /activities against the City of Cooper City, including their respected officials, officers, employees and volunteers.

I do hereby fully release and forever discharge the City of Cooper City from any and all claims for injuries, damages, or loss that my minor child/ward or I may have or which may accrue to me or my minor child/ward and arising out of, commented with, or in any way associated with these programs/activities.

All students participating in the Enrichment Program should carry accident insurance and must have this release of liability form signed and on file prior to acceptance in the program.

I have read and understand the above important information, warning of risk, and waiver and release of all claims and assumption of risk. Participation can be denied if the signature of adult participant or parent/guardian and date are not on this waiver.

Signature: _____ **Date:** _____

Print Name: _____

Relation to Student: _____